



TRICARE
MANAGEMENT
ACTIVITY

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
HEALTH AFFAIRS
SKYLINE FIVE, SUITE 810, 5111 LEESBURG PIKE
FALLS CHURCH, VIRGINIA 22041-3206

JAN 17 2006

MEMORANDUM FOR HIPAA PRIVACY SERVICE REPRESENTATIVES

SUBJECT: Availability of the TMA Notice of Privacy Practices (NoPP)

I request your assistance in notifying our beneficiary population regarding the Privacy Practices currently found in our NoPP. The DoD Health Information Privacy Regulation (DoD 6025.18-R,C9.3.1.2) requires that, "...No less frequently than once every 3 years, the health plan shall notify individuals then covered by the plan of the availability of the notice and how to obtain the notice."

The TRICARE Management Activity (TMA) Privacy Office requests your support meeting this requirement. To assist you in promulgating this message, I have included the text of the message to be distributed to all service members, including Guard and Reserve members. We have other versions of this message that can be used for base newspaper articles or provided at health fairs in your local area. There is also a poster on our website for local use. We have highlighted this requirement on our TMA Privacy Web site for beneficiary information and beneficiaries will be notified by contractor newsletter.

It is important that I document compliance with this requirement should there be any question from the Department of Health and Human Services, Office of Civil Rights regarding our compliance with this requirement. Please provide a copy of your "all Service Members" communication for my records.

The TMA Privacy Office is committed to ensuring the privacy and security of patient information at every level as we deliver the best medical care possible to those we serve. If further information is needed for clarification of this issue, please contact me at 703-681-3636 ext. 5001 or sam.jenkins@tma.osd.mil.

Samuel P. Jenkins, CHE
Privacy Officer
TRICARE Management Activity

Attachments:
As Stated

Health Information Privacy

- Notification Requirement -

In accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Section C9.3.1.2 of DoD 6025.18, "DoD Health Information Privacy Regulation", January 2003, this serves to notify beneficiaries of the availability of the Military Health System (MHS) Notice of Privacy Practices.

As of April 14, 2003 healthcare plans and providers were required to provide patients with a Notice of Privacy Practices. The notice describes how your medical information may be used and with whom it may be shared. It also describes your rights and how to file a complaint if you believe your rights have been violated.

Please take a moment to review the Military Health System Notice of Privacy Practices and share it with members of your household receiving care at a military treatment facility or through the TRICARE managed care network. It is important that you are fully aware of how we may use and disclose your health information and that you notify us if you have any concerns. The notice is available in multiple languages. To obtain a copy

- Go to <http://www.tricare.osd.mil/tmaprivacy> ,
- Contact your military treatment facility (MTF) HIPAA Privacy Officer or access your MTF website, or
- Mail a written request to TRICARE Management Activity, Privacy Office, Five Skyline Place, Suite 810, 5111 Leesburg Pike, Falls Church, VA 22041-3206